

Tennessee Housing Development Agency (THDA)

Check Request Memorandum

Originating Agent Name and Address:

OA Number: _____

Contact Person:

Phone Number: (_____) _____

Borrower: _____

Co-Borrower(s): _____

Settlement Agent: _____

† Mortgage Check Request (for loans to close with THDA funds only):

THDA Loan Number: _____ (if assigned)

Loan Amount: \$ _____ (Check Amount)

Scheduled Closing Date: _____

Indicate Delivery Option:

If no option is selected, check(s) will be mailed via regular mail to the Originating Agent name and address specified above.

† 1. OA to pick up at THDA. When ready, call (name of contact)
_____ at (_____) _____.

† 2. Mail to Closing Agent (Name and Address):

† 3. Overnight courier service. (Attach two shipping labels for separate overnight delivery of a conditional commitment and a check. Labels must instruct courier to charge OA's account. Do not remove copies from shipping label.)

Originating Agent Authorized Signature

Date

Attach Shipping Label(s) here